



NOTICE BY MAIL OF RECORDED DOCUMENT

Mail to: NYC Department of Finance, Division of Land Records, Office of the City Register, Attn: Notice of Recorded Document, 66 John Street, 13th Floor, New York, NY 10038

If you submit this application, the Department of Finance will send you a Notice of Recorded Document when a deed- or mortgage-related document affecting ownership is recorded against your property. This will help protect you from fraud by alerting you to documents recorded against your property without your permission. Any authorized person or entity with a legitimate interest in a property, including a child, spouse, domestic partner, or other designee, may register to receive these notices. You can also use this application if you previously asked to receive these notifications and would now like to cancel them.

Instructions: Use this application if you are unable to register online. Mail completed application to the address above.

SECTION I: REGISTRATION INFORMATION

Where and to whom would you like the NOTICE OF RECORDED DOCUMENT mailed?

Registrant's Name: _____
FIRST NAME LAST NAME

Interest in Property: _____
Indicate whether you are the owner of the property or the owner's child, spouse, domestic partner, managing agent, attorney, lienor, estate executor/administrator, or other designee.

Street Address: _____ Unit/Apartment #: _____

City: _____ State: _____ ZIP Code: _____

Email Address: _____ Telephone #: _____

SECTION II: PROPERTY INFORMATION

Provide the property information.

Borough: _____

House Number: _____ Street Address: _____ Unit/ Apartment Number: _____

SECTION III: CANCELLATION OF NOTIFICATION

Complete this entire form and check the box below if you wish to cancel notifications. Mail to address above.

Cancel Notification

SECTION IV: CERTIFICATION

I certify that all information contained in this registration is true and correct to the best of my knowledge and belief. I understand that the willful making of any false statement of material fact herein will subject me to the provisions of the Penal Law § 175.30 relevant to the making and filing of false instruments and will make this registration null and void.

Signature Print Name Date

DISCLAIMER

The Department of Finance assumes no liability for failure to provide the requested notice of recorded documents with respect to property for which you are registering to receive notification. The City of New York, including the Department of Finance and the Richmond County Clerk, assumes no liability for fulfilling its legal duty to record documents, even if those documents are in some instances later determined to be erroneous, fraudulent, or invalid.